

Presentation Plan

Subject Area: LEADERSHIP LABORATORY	
Topic: MAKING INTRODUCTIONS (Presentation time: 45 minutes)	
Detail	Notes
<p>Objective: In this topic, the cadet will formally introduce him/her self, and a guest, to another individual, and to a group of people.</p> <p>Why does the cadet need to know this? Cadets are frequently called upon to make formal introductions on various occasions. Often they have trouble with this because they are not sure just what they are supposed to do.</p> <p>Topics & Activities: Opening Talk Social Presence Body Language (<i>How you act sets the stage</i>) Presume Respect (<i>If you act the part it will happen</i>) Exude Confidence (<i>Know beforehand what you are going to say.</i>)</p> <p>The Structure of an Introduction</p> <ol style="list-style-type: none">1. Greeting (<i>getting audience attention</i>)2. Presentation of the Individual3. Information / Background4. Close (<i>Transition to the individual</i>) <i>If possible beforehand, get information about the person (work, school, special interests, why they're here) and write it down. It is usually permissible to read notes during a formal introduction to a group.</i> <p>Example:</p> <ol style="list-style-type: none">1. Good Evening.2. I am pleased to introduce to you Emilia Earhart.3. Mrs. Earhart is a world known aviator and pioneer and it is an honor to have her here tonight.4. Mrs. Earhart. <p>Exercises:</p> <ul style="list-style-type: none">Introduce yourself to an individual.Introduce your neighbor to an individual.Introduce yourself to a group.Introduce your neighbor to the group.Introduce one of the leadership achievement figures to the group. <p>NOTE: Breakout into groups of three to practice first. Then select cadets to present to the squadron.</p>	

Making Introductions



**“Very well, I’ll introduce you. Ego, meet Id.
Now get back to work.”**